



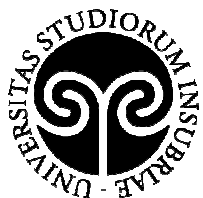
## **REGOLAMENTO COLLEGI E RESIDENZE**

### **REGULATION OF COLLEGES AND RESIDENCES**

*Issued by Decree of the Rector 14/10/2024*  
*Effective from 15/10/2024*



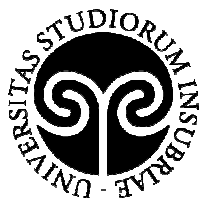
Via Valleggio, 11 – 22100 Como (Co) – Italia  
Tel. +39 031 238 3232  
Email: [dirittoallostudio@uninsubria.it](mailto:dirittoallostudio@uninsubria.it) – PEC: [ateneo@pec.uninsubria.it](mailto:ateneo@pec.uninsubria.it)  
Web: [www.uninsubria.it](http://www.uninsubria.it)  
P.I. 02481820120 - C.F. 95039180120  
*Chiaramente Insubria!*



## **REGULATION OF COLLEGES AND RESIDENCES**

### **SUMMARY**

Article 1 - Colleges and University Residences .....	3
Article 2 - Principles and purposes .....	3
Article 3 - Terms and Definitions.....	3
Article 4 – Guests’ categories .....	4
Article 5 - Access to accommodation .....	4
Article 6 - Rules of conduct .....	5
Article 7 - Relations with the EOC (EOC).....	6
Article 8 - Rights and duties of the Guest:.....	6
Article 9 - Visits .....	7
Article 10 - Equipment and cleaning of the rooms allocated .....	8
Article 11 - Cleaning and decorum.....	8
Article 12 - Use of Common Rooms and Areas .....	8
Article 13 - Services .....	8
Article 14 - Absences .....	10
Article 15 - Illnesses .....	10
Article 16 - Transfers and Internal Mobility .....	10
Article 17 - Verifications, Controls and Inspections .....	10
Article 18 - Liability and compensation .....	11
Article 19 - Deposit/Redelivery Accommodation .....	11
Article 20 - Disciplinary measures .....	12
Article 21 - Provisional suspension .....	14
Article 22 - Forfeiture of the benefit of accommodation .....	14
Article 23 - Guest privacy policy .....	14
Article 24 - Information on the application of the law on corruption prevention .....	14
Article 25 - Rules of Referral.....	15



### **Article 1 - Colleges and University Residences**

The Colleges and Residences of the University of Insubria are housing facilities primarily intended to accommodate students and other guests of Ateneo.

### **Article 2 - Principles and purpose**

**Art. 2.1** - The Colleges and Residences represent the place where students, without any distinction of origin, income, socio-cultural background, type of course of study, expect the highest levels of higher education in compliance with the rules of civil coexistence. Comparison and dialectics are the preferred tools for solving any problem.

The primary aim of the colleges and residences is to enable students to achieve the highest levels of education, culture and vocational preparation, by removing social and economic obstacles and making them available, within the limits of budgetary possibilities, as far as is useful in making attendance at university and postgraduate courses profitable.

**Art. 2.2** – The Colleges contribute to the achievement of a full civil, social and cultural maturity of the students allowing them a conscious participation in community life.

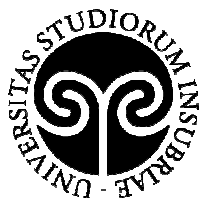
In the colleges are planned and carried out, in each academic year, cultural, recreational and transversal teaching activities for the benefit of students and according to a training commitment agreed with each of them.

**Art. 2.3** – Art. 2.3 - The Residences are places primarily dedicated to accommodation for Students. In the Residence social and cultural initiatives may be planned to promote the psycho-physical well-being of the Guests.

### **Article 3 - Terms and Definitions**

The terms and definitions most commonly used in this Regulation are listed below. The terms with initial capital letters and acronyms in the Regulation refer expressly to what is indicated next to each of them:

ACCOMMODATION	Room or apartment within a Housing Structure, which may contain one or more Places of Accommodation.
ADMISSION	Formal act by which the Guests accept the Accommodation Place assigned to a Property.
ASSIGNEE	Subject to which a Place of Accommodation is allocated in a Housing Facility.
UNIVERSITY	University of Insubria.
COLLEGES	Structures indicated in art. 2.1 - Cattaneo and St. Teresa
COLLEGES MANAGER/HEAD OF COHABITATION	Responsible for one or more housing structures, that is the top person who holds the role of head of cohabitation.
ECONOMIC OPERATOR CONTRACTOR OF THE STRUCTURE (EOC)	Economic Operator Contractor to whom the hotel, cleaning and maintenance services are entrusted.



LOCAL	Portion of building perimeter by fixed or mobile walls, equipped with specific functional autonomy.
MAINTENANCE	Interventions defined in analogy to art. 1609 of the C.C. as those interventions necessary to maintain the state of conservation of structures and installations serving specific activities.
GUESTS	Subjects indicated in art.4
PLACE OF ACCOMMODATION	Type of accommodation in single or collective rooms or shared apartments.
RESIDENCES	Structures indicated in art. 2.2. - Insubria City Residence
REGULATION	The College and Residence Regulation
STRUCTURE/S HOUSING/S	Colleges, residences, apartments
VISITOR	External party authorised to access the accommodation structures

#### **Article 4 - Guest categories**

##### **A – STUDENTS AND LEGAL ADMISSION QUALIFICATION**

- A.1 - Students/PhD students Right to study: Call for Economic Benefits for the Right to University Studies;
- A.2 - Students of excellence and merit: Call for proposals for the allocation of accommodation to students of excellence;
- A.3 - Full-rate students of the Guest House: Call for Full-rate Accommodation Assignments;
- A.4 - Erasmus/International students: Erasmus agreements for participation in international mobility programmes;
- A.5 - Students/Athletes: Call for Admission to the University's Sports Colleges;
- A.6 - Doctoral students: Call for Admission to PhD courses.

##### **B – UNIVERSITY AUTHORIZED STAFF**

- B.1 - Teaching and administrative staff of the University;
- B.2 - Other guests accepted due to agreements/ conventions with subjects with whom the University has collaborations of a scientific, clinical, educational or third mission etc.

##### **C – OTHER USERS**

- C.1 – Other guests authorized by the University or the OAS.

#### **Article 5 - Access to accommodation**

The hospitality relationship arises at the time of assignment and takes effect from the date of actual entry into the accommodation.

At the entrance to the accommodation, the Guest must:

1. present a valid identification document:
  - EU - Schengen guest: identity card or passport;
  - Guest outside the EU - Schengen area: passport and residence permit.
2. accept, by signing, the rules contained in these Rules;
3. accept the state of use of the Housing Structure as seen and liked;
4. accept the delivery of the Accommodation and the furnishings and accessories contained therein, signing the "delivery note" attached to the Regulation.

The Regulation is also available on the website of the University.

Failure to sign the delivery note will result in the allocation of a bed being cancelled.

At the same time of signing the above mentioned documentation, the Guest will receive a copy of the room keys.

#### **Article 6 - Rules of conduct**

1. The Guest is held responsible for all damages caused by him to the Accommodation or to the furnishings and accessories contained therein, except for normal deterioration due to and commensurate with use.
2. In case of damage or loss, compared to what is established at the Delivery, the Guest must compensate the University and/ or the EOC of the Structure in the manner set out in the Rules.

The Accommodation Consignee is always responsible for keeping the keys received.

3. In case of theft or loss of keys the Guest must file a complaint to the Competent Authority and deliver a copy of the complaint to the EOC of the Structure that will arrange for a duplicate of the keys or to replace the lock at the expense of the Guest.

It is strictly forbidden to duplicate or transfer the key to a third party.

4. The Guest is obliged to respect the Regulations and the rules concerning community life in relations with other assignees and staff, as well as the observance of those fundamental norms of tolerance, respect and collaboration that guarantee daily coexistence. Noise and noisy activities are always prohibited.
5. Within the framework of this general rule, the Guest is obliged to:
  - a. comply with the current legal provisions (regulations of urban police and public safety as applicable) and the provisions issued by the University;
  - b. to take care of the accommodation assigned and to use the common spaces with respect and decorum;
  - c. keep your room key and hand it to the doorman at every exit;
  - d. make proper use of common premises and equipment, including cleaning and sorting of waste in kitchens for common use according to municipal regulations on separate collection;
  - e. not display notices, signs etc. on walls or vertical surfaces in common areas; the placement of notices, signs, etc., may only be made on specially installed bulletin boards and with prior authorization.
  - f. regularly check the efficiency of equipment and furnishings made available, promptly reporting any failure at reception;
  - g. use only appliances supplied with the Accommodation;

- h. acquire the safety information and participate in evacuation tests organized by the University and/ or the EOC. Failure to participate in the evacuation test, if not justified, will result in the cancellation of the right to accommodation.

#### **Article 7 - Relations with the EOC (EOC)**

1. The Colleges and Residences of the University are managed by EOC (Economic Operator Contractor) to which are entrusted the hotel services, cleaning and maintenance.
2. The hospitality relations between the Guests and the EOC are governed by the law governing the relations between hoteliers and their clients.
3. The EOC shall:
  - a. Control of access and presence in housing;
  - b. the key;
  - c. to control the persons using the services of the College/Residences;
  - d. all the tasks provided for in the service contract concluded with the University.

The staff of the University and the staff of the EOC have the right to periodic inspection of the Housing Facilities.

#### **Article 8 - Rights and duties of the Guest:**

1. The Guest has the right:
  - a. to occupy the Accommodation during the opening periods of the Accommodation Facilities on the basis of the allocation regulated by the Annual Competition Notice and/or the agreement in force with the University in the case of other types of Guests other than Students;
  - b. to receive in use the equipment of the assigned bed and linen change;
  - c. to use the facilities and assets of the Colleges/Residences, respecting the rules and schedules that regulate their use and the needs of all other users;
  - d. the regular cleaning of the room and common areas;
  - e. to make proposals on the operation of structures by writing to [dirittoallostudio@uninsubria.it](mailto:dirittoallostudio@uninsubria.it).
2. Guests are not allowed to:
  - a. smoking, including in buildings: offenders will be punished in accordance with the law;
  - b. sublet or otherwise allow the use of the assigned room by third parties (under penalty of forfeiture of the right to assign and complaint to the P.S.authority);
  - c. disturb the other guests, especially from 11.00 pm to 8.00 am: in the remaining hours of the day it is forbidden to use musical instruments, radio equipment, televisions, stereo systems etc. high volume causing disturbance to other Guests;
  - d. gambling, possession of weapons or the like, narcotics, harmful substances and flammable materials including candles and incense;
  - e. as part of the promotion of a healthy lifestyle, hold alcohol or superalcoholic beverages in quantities exceeding moderate daily consumption;
  - f. use any type of open flame (candles etc. etc.) in any room of the College/Residence;
  - g. keeping pets;

- h. place on the balconies or window sills any object whose presence may constitute a danger to the safety of passers-by, or is prohibited by the Municipal Regulations in force;
- i. place, even temporarily, bulky material (including clothes or shoes), garbage etc. in common spaces or corridors used for escape in the event of a fire;
- j. hold unauthorized parties;
- k. install furniture not owned by the University,
- l. make changes in the premises, move furniture and furnishings, paint, post posters;
- m. remove or introduce furniture or equipment of any kind;
- n. install different locking devices than those adopted
- o. hold and use stoves for food and/or heating stoves;
- p. install household appliances, tamper with the electrical system and smoke detectors and use multiple outlets. (The use of any household appliances, subject to explicit authorization by the University, must be in accordance with D.P.R. 27 April 1955 n. 547 and CEI standards);
- q. conduct or perform actions that may constitute a cause of risk to persons or things or that constitute violations of applicable Laws and Regulations;
- r. host external visitors at night.

#### **Article 9 - Visits**

1. Guests can receive visits from 08.00 am to 11.00 pm on the same day. After this time, visitors are not allowed to access or stay in the facilities.
2. To enter the accommodation, visitors must present an identification document. Visits are allowed in the presence of the Guest of the Structure and only within the Room where the Accommodation is located, in the hall and in the common rooms, excluding laundry rooms and, where present, the gym.
3. It is not normally allowed to receive more than two Visitors at a time: the EOC may authorize the entry of up to 5 Visitors. In all cases in the multi-bed rooms, the consent of all other assigned guests is required.
4. In common areas, including kitchens, the number of people (guests and visitors) must not affect in any way the use of the same to other guests who are priority users. Otherwise, the Visitors must make the Spaces available immediately.
5. Access by minors is allowed when they are part of the Guest's family or when they are accompanied by adults who are responsible for them.
6. The personnel involved may prevent entry to subjects who have been banned access, have been reported or are already known to not have observed a civil and respectful behavior in the use of accommodation facilities and in relations with Guests and staff working at the Facility.
7. For security reasons, with particular reference to the maximum capacity of the Structure or its individual parts, staff may restrict access to visitors or remove them from the residence.
8. The assigned Guest is jointly and severally liable for any damage caused to the Entity and/or for violations of these rules by its Visitors.

**Article 10 - Equipment and cleaning of the rooms allocated**

1. The EOC provides the guests with room equipment (blankets, bedspreads, etc.) which must be returned in good condition when the room is released. In case of loss or damage caused the Guest is liable for compensation of the damage.
2. Regular supply of linen (sheets, pillowcases) is ensured.
3. On the day and time indicated, guests must hand over the laundry to be washed and receive clean linen in return. The Guest is obliged to change linen at least once every 15 days.

**Article 11 - Cleaning and decorum**

1. The maintenance of the decorum and functionality of the goods made available is the responsibility of the Guest.
2. The EOC and the University do not assume any responsibility for objects or money left unattended by guests in the room/ accommodation or common areas.
3. Each guest is required to maintain their room, bathroom, kitchen, terrace/ balcony where present in good sanitary conditions. The University will carry out periodic checks by the staff in charge to check the state of hygiene and cleanliness. In case of non-compliance with acceptable hygiene standards, the extra cleaning will be charged to the Guest.

**Article 12 - Use of Common Rooms and Areas**

1. The University offers its guests the common premises in the colleges and university residences for recreational, cultural and educational activities. Access to study rooms, recreation rooms and kitchens is reserved primarily for guests of the structure. Visitors' access to the rooms and common areas is only allowed for Guests' Visitors who will assume full responsibility also for any damages caused.
2. Guests are obliged to cooperate in maintaining the cleanliness and decorum of common parts. In the event of serious non-compliance, the AEO will arrange for an extraordinary cleaning to be carried out by charging the collective or individually identified responsible.
3. In situations of proven need:
  - a. the EOC, in agreement with the University, reserves the right to prohibit access to common spaces;
  - b. all common areas should be cleared of any personal items during the summer break, to allow for general cleaning and disinfection operations, including lockers and fridges in the communal kitchens;
  - c. the use of the appropriate common spaces for conferences or other initiatives promoted by outsiders must be authorised by the relevant offices of the administration of the University.

**Article 13 - Services**

In each accommodation facility are available to guests services of:

- a. laundry and ironing
- b. kitchen and dining room
- c. network connectivity
- d. multifunctional spaces
- e. additional specific facility services
- f. gym (where applicable)



### ***Laundry and ironing***

At the accommodation facilities there are washing machines, dryers and ironing equipment; use is reserved for guests of the single structure and is guaranteed only for the period of use of the bed. The costs are borne by the Guest.

### ***Kitchens/dining room***

In communal kitchens and dining areas, users must observe the most basic hygiene rules. In particular, guests should only keep the time necessary for the preparation and consumption of the meal in order to ensure rotation in the use of the room. Guests must not move away during cooking, must not leave the electric plates on in their absence and are fully responsible for damage that may result from carelessness or misuse of the plates themselves. The cooktop used, dishes, pots and all the materials used for preparing meals must be cleaned, leaving the kitchens and surfaces clean and in perfect order after use. In particular, the dining room will have to be rearranged to ensure its rotation.

It is strictly forbidden to tamper with household appliances, furniture, parts or components thereof, as well as control and operating systems, switches, taps, disconnectors, shutters, etc.

### ***Gyms***

Access to the gym, where it exists, is normally reserved for the members of the facility in which it is located.

For the courses organized at the gym, access can be extended to non-assigned subjects of the same structure, only if expressly provided and authorized by the University after agreement with the EOC of the structure and in order to help reduce the cost of the activity.

The maximum number of users allowed to attend the gym at any one time varies depending on the structure and the rules.

The gyms and their equipment are directly usable for non-assisted recreational purposes. The gym is open until 11.00 pm.

Guests must wear gym clothes and shoes.

The Guest is responsible for the good conservation of the premises and the goods had in use.

### ***Internet***

For the internet connection, the Guest is required to refer to the current regulation for central ICT services published and kept updated on the website of the University:

[https://www.uninsubria.it/sites/default/files/Statuto\\_e\\_regolamenti/regolamenti\\_sistemi\\_informativi\\_comunicazione/Reg ICT modifica all.F.pdf](https://www.uninsubria.it/sites/default/files/Statuto_e_regolamenti/regolamenti_sistemi_informativi_comunicazione/Reg ICT modifica all.F.pdf)

### ***Multifunctional rooms***

Where available, the rooms are usually equipped for recreation (games room, TV room, music room, etc.).

The use is allowed every day in compliance with the times provided for each structure and in respect of the quiet. Study rooms and games rooms are open from 08.00 a.m. to 11.00 p.m.

Access is limited to the maximum number of people allowed by applicable security regulations.

Equipment inside the rooms may not be taken outside.



Any damage to the equipment, caused by yourself or others, must be given prompt notice to the reception, to allow the restoration of full functionality and determination of any liability.

***Printer service***

Printer, scanner and copier are available where present. The methods of use and costs will be indicated at reception.

***Parking area***

Some residences have private parking or garage. The use and costs will be indicated at reception.

**Article 14 - Absences**

1. The Guest is obliged to report in writing, to the dormitory keeper on duty, absences of more than 10 days.
2. Absences beyond this deadline, if not duly justified, shall result in the cancellation of the assigned bed. If the justified absences result in the non-use of the bed for more than 20 days, the Guest is entitled to only the maintenance of the place: at its discretion the University may, meanwhile, assign the place to third parties.
3. If the Guest, during the placement period of the accommodation, is a winner of international mobility or participates in internships or training placements, which involve his removal from the housing facility, is required to notify the University of the duration of the absence and produce relevant documentation. In such cases the Guest is obliged to free the room of his personal belongings and the University reserves the use of the room.

**Article 15 - Illnesses**

1. The Guest is obliged to report to the Reception contagious illnesses of which he is a carrier, considered such or certified by medical personnel. The University and the EOC may take any measure to contain the spread of the disease until complete recovery to be certified.

**Article 16 - Transfers and Internal Mobility**

1. During each year of assignment, the Guest may request, for one time only, the transfer of a room within the accommodation facility in which he was allocated the place of accommodation, motivating the request. In order to receive such a request, it is essential that another place of accommodation be available.
2. The EOC, in agreement with the University, may provide room transfers during the year for better organization of the service and/ or for the resolution of any problems that arise.

**Article 17 - Verifications, Controls and Inspections**

1. The EOC keeps copies of the keys to the rooms.
2. Guests assigned to the room must allow access to the room to EOC staff and maintenance services (the latter must be accompanied by staff of the University or the EOC).
3. For urgent and extraordinary interventions, access to the rooms is allowed to the staff even in the absence of the room's owner and without prior notice.
4. The check on the condition of the accommodation is normally carried out at least once a month by the staff of the University in agreement with the EOC. Inspection activities to verify

compliance with this Regulation, cleaning and the state of furnishings and equipment may be carried out at any time without prior notice.

5. In the event that there is reasonable reason to believe that violations of this regulation and/or a state of emergency or danger may be carried out, even without notice, with the help of law enforcement authorities if necessary.

**Article 18 - Liability and compensation**

1. The Guest is responsible for the good conservation of the premises and the goods assigned to him in enjoyment.
2. The Guest is obliged to compensate for damages caused personally or by its visitors to the goods in use; if it does not provide within 10 days of the request will be applied as provided by art. 19.
3. Where the damage/tampering concerns safety installations, notification shall be made to the public security authorities.
4. In the case of multi-bed rooms, liability for any damage is shared among all occupants unless individual liability arises.
5. The responsibility for damages caused to property located in common premises and/or for their theft is shared among all guests of the structure if individual responsibilities have not been established.
6. The Guest, at the time of use, is obliged to report any damage or malfunction found to the staff.
7. The University assumes no responsibility for acts or crimes perpetrated by third parties against the Guests of the Residences/ Colleges.
8. Personal liability remains unaffected for damages caused to the Organization and third parties, without prejudice to any other civil and/ or criminal action.

**Article 19 - Deposit/Redelivery Accommodation**

1. Upon admission, the Guest (excluding categories B and C), who stays for more than 1 month, will be required to pay a non-interest-bearing deposit. The Guest is obliged to pay the monthly fee from the moment of acceptance of the bed even if it is occupied later.
2. The Guest, at the end of the stay period, must return the accommodation in the same conditions as taken over, except for natural decay.
3. The Guest assignee undertakes to notify the date of release of the accommodation with a minimum notice of 30 days. If any damage is ascertained, the University reserves the right to withhold all or part of the deposit. If the deposit is insufficient, the Guest will be required to pay the difference and supplement the deposit.
4. In case of damage to the spaces of the structure, as a result of vandalism, all students present at the time of the occurrence of the damage will contribute to immediate compensation for the same damage.
5. The Guest may also be discharged for default, revocation, disciplinary reasons or termination of the right.
6. The discharged guest must clear the room of objects of his property after having exercised on them the privilege under art. 2760 C.C. After 5 days from the discharge of the Guest, the EOC may proceed to the automatic clearing of the room, taking care of the preservation of assets, which will be available to the entitled for a year after which they will be assigned in accordance

with law. The operation and any opening of cupboards and drawers will be recorded in the presence of a representative of the EOC.

#### **Article 20 - Disciplinary measures**

1. The EOC shall promptly and in a detailed and documented manner report to the head manager of the structure, through the offices of the University, any act, fact or behavior of the Guests that may be contrary to the provisions of the Rules, Incorrect or otherwise likely to cause damage to people and property in the facility.
2. The offices carry out a summary assessment of the facts presented and, if they do indeed detect a possible violation of the Regulation, activate and guarantee the right to be heard by obtaining the counterclaims of the Guest or the group of students. The deadline for counterdeducting shall be not less than 5 days.

After the investigation, the Chief Cohabitation Officer may:

- a. Archive the alert;
  - b. propose to the Rector, or adopt directly, if delegated by the Rector, the adoption of a disciplinary measure.
3. Disciplinary measures are:
- **the written reminder**, which consists of a written and reasoned objection to the Guest in the event of one of the following
    - a. behaviour not marked by mutual respect, fairness, education and civil coexistence with other Guests and staff;
    - b. prior slight failure to comply with the obligations under Art. 6 of these Rules;
    - c. breach, where there is one, of the College's rules made available for consultation;
    - d. use of courtyards, corridors, reading rooms and lounges on the floors for games or leisure activities that cause disturbance;
    - e. occupation of a bed in the allocated facility other than own;
    - f. non-interruption between 23.00 and 8.00, both in their rooms and in the common areas, of all activities that involve the dissemination outside of noise disturbing the neighborhood and other guests of the Residence;
    - g. introduction of unauthorised equipment or fittings and furnishings;
    - h. use of common spaces as parking for motor vehicles and other vehicles;
    - i. receiving visits to common premises and services outside the cases provided for in the Regulation;
    - j. the disposal of food and drink remains in kitchen rooms, refrigerators and common areas;
    - k. leaving their clothes in common areas other than those dedicated to it;
    - l. failure to make or delay in making a declaration of absence pursuant to Art. 12.The application of the second warning for the same infringement during the same academic year entails the application of the fine as regulated in the following point.

- **The fine**, which consists of a **pecuniary penalty** ranging from € 25,00 to € 300,00 to be paid within 10 days of receipt of the measure, in the event of one of the following cases:
  - a. introduction into residence of any dangerous equipment and/or not in accordance with the standards and/or other than those authorized, € 50,00;
  - b. violation of the smoking ban, to the extent required by law, €150,00;
  - c. keeping, without authorization motivated by the need for personal assistance, animals of any species in the premises of the living structures and in the external areas connected to them, € 25,00;
  - d. disassembly, modification or adaptation of furnishings in rooms and common areas, subtraction of furniture or equipment from the common places, € 50,00;
  - e. application of permanent stickers or posters that cause damage directly on walls, doors or furniture; display of notices, signs or other outside the spaces specially reserved, € 25,00;
  - f. tampering with protected switches, smoke detectors and any other equipment in the residence, €150,00;
  - g. implementation of actions or jokes that may cause damage to other guests or staff in service, passers-by and neighbors, or the structure and assets present in it, € 25,00;
  - h. implementation of actions or jokes that have caused damage to other guests or staff in service, passers-by and neighbors, or the structure and assets present in it (in addition to any compensation for damage), € 100,00;
  - i. place on the outside window sills any object whose fall may cause damage, directly or indirectly, to persons or things, €25,00;
  - j. leave the internal lighting and water supply points active at the exit from the room, € 25,00.
  - k. organising parties without authorisation, € 100,00;
  - l. occupy a bed in a different structure or room than the one assigned, € 50,00;
  - m. receive visits in violation of the rules, € 100,00. The
  - n. transgress specific regulations on internal services to housing, € 25,00;
  - o. breach of the provisions on separate collection, without prejudice to the municipal administrative penalty, Euro 25,00;
  - p. having accumulated two written warnings for the same violation in the same academic year € 100,00.

The application of two financial penalties of € 100,00 or more each in the same academic year will result in the revocation of the bed.

- **The revocation of a bed**, which consists in the loss of benefit when one of the following occurs:
  - a. conduct contrary to public order, good morals, in any case constituting unlawful or having caused damage to the image of the University (as a public service provider P.A. ) such as to generate discredit in the general public, Potential users - and their families;
  - b. serious and repeated non-compliance with one or more duties referred to in Art. 7 of the Regulation;
  - c. introduction into the Residence of non-domestic hazardous or flammable substances;

- d. failure to use your seat;
- e. failure to produce the medical certificate within ten days of the request;
- f. in the event of failure to pay the fine (fine) within the prescribed time limits;
- g. have accumulated two financial penalties for the same infringement in the same academic year.

The Guest whose bed has been revoked for one of the reasons listed above, loses the possibility to apply for accommodation for the following academic year.

- 4. The measures of the Rector (and the chief cohabitation manager where delegated by the Rector) are final and unimpeachable.
- 5. If damage is reported to property owned by the University or to the structure itself and it is not possible initially to establish individual liability, the dispute is made to all guests of the room or structure held jointly and severally responsible for what happened.
- 6. The procedure shall be concluded within 30 days of the date of the alert.

#### **Article 21 - Provisional suspension**

- 1. In the presence of a serious fact, if it is considered appropriate to remove the Guest from the accommodation, the same may be suspended from benefits even before the start of the disciplinary procedure. The provisional suspension is ordered by the Chief Executive of the cohabitation structure. The Guest who, subsequently, is not involved in any charge has the right to be reinstated in the benefits.

#### **Article 22 - Forfeiture of the benefit of accommodation**

- 1. The Guest loses the benefit of accommodation in the following cases:
  - a. Attainment of the qualification;
  - b. Transfer to another university;
  - c. No further studies;
  - d. Permanent renunciation of the sleeping place.

The Guest is invited to give timely and prior written notice to the OAS of the structure of the occurrence of the situations referred to in the previous point.

#### **Article 23 - Guest privacy policy**

Pursuant to Legislative Decree n. 196/2003 and s.m.i. "Code on the protection of personal data" and the General Regulation for the Protection of Data - EU Regulation 2016/679 the information on the processing of personal data is published on the website of Ateneo at the following link <https://www.uninsubria.it/servizi/tutti-i-servizi/alloggi-e-residenze-universitarie>

#### **Article 24 - Information on the application of the law on corruption prevention**

The University, in implementation of the legislation on corruption, has adopted its Three-year Plan for the prevention of corruption and appointed the Head of the Department for the prevention of corruption. The Three-Year Plan is published on the institutional website at

<https://www.uninsubria.it/amministrazione-trasparente/altri-contenuti/prevenzione-della-corruzione>.

Any reports can be sent to: [anticorruzione@uninsubria.it](mailto:anticorruzione@uninsubria.it)



**Article 25 - Rules of Referral**

For what is not expressly provided by this regulation, reference is made to the rules provided for in the Annual University Competition Notice, the regional law on the right to study and the provisions of Public Security Laws.